



**COMMONWEALTH OF MASSACHUSETTS**  
**Board of Registration**  
**of**  
**Hazardous Waste Site Cleanup**  
**Professionals**

ONE WINTER STREET, 3rd Floor  
BOSTON, MA 02108  
PHONE: 617-556-1091 FAX: 617-292-5872

**PROFESSIONAL CONDUCT COMMITTEE**  
**Minutes of Meeting on August 21, 2008**  
[Approved on September 18, 2008]

**Prepared by:** Terry Wood

**Meeting Location:** New Bedford Whaling Museum, New Bedford, MA.

- 1. Call to Order:** Debra Stake called the meeting to order at 1:00 p.m. Also present were Janine Commerford, Kirk Franklin, Jack Guswa, Gretchen Latowsky, Robert Luhrs, and Kelley Race. Committee members absent: Gail Batchelder, Deborah Farnsworth, Christophe Henry, and Paul Mullen. Staff members present were Allan Fierce, Brian Quinlan, Lynn Read, Ron Viola, Terry Wood and Al Wyman. Also present was Carl Shapiro of the LSP Association, and Gerard Martin of MassDEP.
- 2. Announcements:** The committee members welcomed new LSP Board member Jack Guswa.
- 3. Previous Minutes:** The draft minutes of the meeting held on July 17, 2008 were approved.
- 4. Old Business**

**A. Status of CRTS**

At Ms. Stake's request, the chair of each CRT reported on progress made since the July meeting.

**B. Update re: Web Site Subcommittee**

Ms. Commerford stated that the subcommittee has not met.

## **5. New Business**

### **A. One-year status report re: Board Policy 2007-1**

Mr. Fierce stated that he will draft a one-year status report regarding Board Policy 2007-1. This policy includes target timelines for the investigation and prosecution of Board disciplinary complaints. Mr. Fierce stated that his report will discuss whether the timelines were met and, in the instances where timelines were exceeded, he will provide reasons why they were not met. He will include a draft of the status report in next month's packet.

## **6. Future Meetings**

The Committee is next scheduled to meet on September 18, 2008 at a location to be determined. The Committee is also scheduled to meet on October 16, 2008 at a location to be determined.

## **7. Adjournment:** The meeting was adjourned at 1:15 p.m.